



MINISTRY FOR LOCAL GOVERNMENT HOUSING AND ENVIRONMENT

ANNUAL REPORT 2014



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OUR VISION

Excellence in urban and environment management for a Prosperous Fiji

OUR MISSION

To promote socio-economic growth towards resilient urban communities, good local governance and decent housing opportunities whilst sustaining ecosystem services

VALUES

The delivery of all services is based on the following core values:

- ❖ *Innovative Leadership*
- ❖ *Accountability*
- ❖ *Transparency*
- ❖ *Integrity*
- ❖ *Honesty*
- ❖ *Customer Focus*
- ❖ *Environmental Stewardship*
- ❖ *Productivity*
- ❖ *Safety*
- ❖ *Security*

Customer Charter

Our customers are our greatest asset. We take pride in serving them through the Ministry's Service Charter, which stipulates our commitment to Service Excellence through professional high quality standards & responsiveness beyond expectations. Our customers are:

- (i) Internally – Minister, Permanent Secretary and Employees of the Ministry; and
- (ii) Externally – Government Ministries and Departments, all other Government fully or partly owned entities, the general public, providers of goods & services, the private sector, non - Government organisations and regional and international organisations.

REFERRAL LETTER

Honourable Parveen Bala Kumar
Minister for Local Government Housing and Environment
FFA Building
Gladstone Road
Suva

Dear Sir,

I have the pleasure of submitting the Ministry for Local Government Housing and Environment Annual Report 2014.

It provides the activities of the Ministry and the highlights for the year.

The Annual Report 2014 has been prepared in accordance with the provisions of section 14 of the Public Service Act 1999 and the Finance Management Act 2004, the report has been prepared with the requirements for Annual Reports by the Fiji Government

Yours Sincerely



Samuela Namojimalua
Permanent Secretary for Local Government Urban Development Housing and Environment

ACRONYMS

3R	Reduce, Reuse, Recycle
ADB	Asian Development Bank
AOC	Area of Cooperation
CBH	Central Board of Health
CEO	Chief Executive Officer
CITES	Convention on International Trade of Endangered Flora and Fauna
COP	Conference of Parties
CTD	Centre for Training and Development
DOE	Department of Environment
DOL	Department of Lands
DOH	Department of Housing
DLG	Department of Local Government
DTCP	Department of Town and Country Planning
EIA	Environment Impact Assessment
EMA	Environment Management Act
EMP	Environment Management Plan
EMU	Environment Management Unit
EPS	Endangered and Protected Species
FMA	Financial Management Act
FMI	Financial Manual Instruction
FNPF	Fiji National Provident Fund
FRA	Fiji Roads Authority
GEF	Global Environment Facility
GIS	Geographical Information System
GO	General Order (PSC Guide on Terms and Condition of Employment)
GWE	Government Wage Earner
HA	Housing Authority of Fiji
HART	Housing Assistance Relief Trust
IT	Information Technology
LGS	Local Government Committee
MOA	Memorandum of Agreement
MOF	Ministry of Finance
MOU	Memorandum of Understanding
NEC	National Environment Council
NFA	National Fire Authority
ODS	Ozone Depleting Substances
PSC	Public Service Condition
PRB	Public Rental Board
SA	Special Administrators
SPREP	Secretariat of the Pacific Regional Environment Programme
TPAF	Training and Productivity Authority of Fiji
TPU	Town Planning Unit
TR	Temporarily Relieving
UGMAP	Urban Growth Management Plan
UNDP	United Nation Development Programme
UPAP	Urban Policy Action Plan
WAF	Water Authority of Fiji
WTS	Waste Transfer Station

STATEMENT BY THE PERMANENT SECRETARY



We are pleased to present the 2014 Annual Report for the Ministry of Local Government, Urban Development, Housing and Environment.

The year has been a very challenging one for the Ministry because of government's directive for 60% completion of all major Capital projects by 2nd quarter of the year. Out of the 2014 ministry's budgetary provision of \$65m, \$54m (83%) is Capital Expenditure and \$11m (17%) accounts for Operating Expenditure.

The Ministry did its level best to provide services to the Public including its Divisional offices and all the statutory bodies that come under its jurisdiction in accordance to its corporate values: (i) Be responsive to community needs (ii) Continuously improve the quality of service by focusing on customers (iii) Provide value for money and at the same

time remain within the budgetary provisions

In 2014, the Ministry managed to establish an IT Strategic Plan which will aid the technological need of the Ministry in its service delivery for the next 5 years. A review of principle legislations were also undertaken such the Town Planning Act, Ozone Depleting Substances Act, Endangered and Protected Species Act and also undertook preliminary works for the amendment of the Local Government Act. Approval was also obtained from the office of the Solicitor General on the review of the National Fire Services Act to highlight the new role undertaken by the authority in the field of Emergency Ambulance Services. A total of 10 municipal council projects were undertaken through the Challenge and Investment Fund provided by the Ministry.

The following are considered to be the key features of the Ministry's output for year 2014:

1. Construction of accommodation unit for rural women vendors at the Suva, Nadi and Sigatoka markets.
2. Introduction of the "First Home Owners" Grant aimed at assisting Fijians own their first residential house.
3. Squatter upgrading projects, Re-location and integrated income generating projects
4. Engagement of an international consultancy firm for the design of the 2nd phase of Naboro Landfill and the signing of three projects (total funding of US\$8,968,978) under GEF 5 STAR to be implemented in 2015 for the protection of Fiji's natural resources.
5. Obtaining of development consent from TLTB for the development of town centers in the northern and western division.

I reiterate that Year 2014 was very challenging and we expect 2015 to be the same as we continue with squatter upgrading projects, relocation and integrated income generating projects, capital construction and purchasing projects implemented by municipal councils, National Fire Authority, Public Rental Board, Housing Authority and the Peoples Community Network. The designing of a Waste Transfer Station for the central division will also commence in 2015 along with 3 GEF funded projects aim at conserving Fiji's natural resources'. The Ministry is confidence to rise above the challenges and face them with confidence and enthusiasm.

To conclude, I must applaud the concerted efforts and team work of the Executive Management and support staff during the reporting period.

Sincerely,

Samuela Namosimalua

Permanent Secretary for Local Government, Urban Development, Housing and Environment

EXECUTIVE SUMMARY

Welcome to the Ministry for Local Government Housing and Environment's annual report for the 2014 financial year designed to provide information about the organisation, its purpose, services and performance. The Ministry is responsible for the formulation and implementation of Local Government, Urban Planning, Housing and Environment policies and programs. The Ministry also has responsibilities for the National Fire Authority, Housing Authority and Public Rental Board.

The report presents our work in the context of the priorities stated in our Strategic Plan, Budget estimates for 2014, Annual Corporate Plan, principal legislations, policies and other strategic documents. . It also outlines our contribution to broader government – desired outcomes and compliance with various legislative and Government policy requirements.

This report aims to:

- (i) Highlight the ministry's corporate responsibilities
- (ii) Introduces the management team for 2014 and;
- (iii) Highlight the achievement of each individual department.

There are four (4) parts to this report in total:

- (i) Part 1: 2014 Highlights;
- (ii) Part 2: Organizational Structure;
- (iii) Part 3: Roles and Responsibilities;
- (iv) 2014 Management Team and;
- (v) Part 5: Departmental Achievement.

2014 HIGHLIGHTS

Significant Matters

The ministry successfully completed the upgrading works at the Omarkar Informal Settlement, Nasinu. Completion of this project would ensure secure tenure for tenants in the settlement through the issuance of individual lease.

2014 also saw the introduction of the “first Home Owners” Grant by the ministry through its Department of Housing. The grant will assist Fijians in owning their first home. Financial assistance is given towards buying or constructing first homes.

Service Excellence Award

The Ministry for Local Government Housing and Environment was recognized for Achievement at the Service Excellence Award 2014 held at Novotel, Lami on Friday 17th October 2014.



Figure 2.0: Permanent Secretary, Mr. Samuela Namosimalua received the Award on behalf of the agency from the Attorney General and Minister for Public Service Commission, Hon. Aiyaz Sayed Khaiyum.

SFCCO

In terms of operational performance, the Ministry ratings relative to the 3 major sectors were as follows:

- (i) **Good Governance sector** – 95.8% performance rating through Outcome 6-Public Sector Reform Outcome;
- (ii) **Economic Development sector** - 80% average performance rating through Outcomes 21-Financial Services, 16-Land Resources Development

- (iii) **Socio-Cultural sector** - 93% average performance rating of through Outcome 35-Environment Sustainability, Outcome 27-Poverty Reduction, Outcome 28-Housing and Urban Development and Outcome 32-Gender Equality and Women in Development.

Table showing output rating as a percentage for 2014

QUARTERS	MINISTRY RATING
First	59.74%
Second	71.83%
Third	81.12%
Forth	88.6%

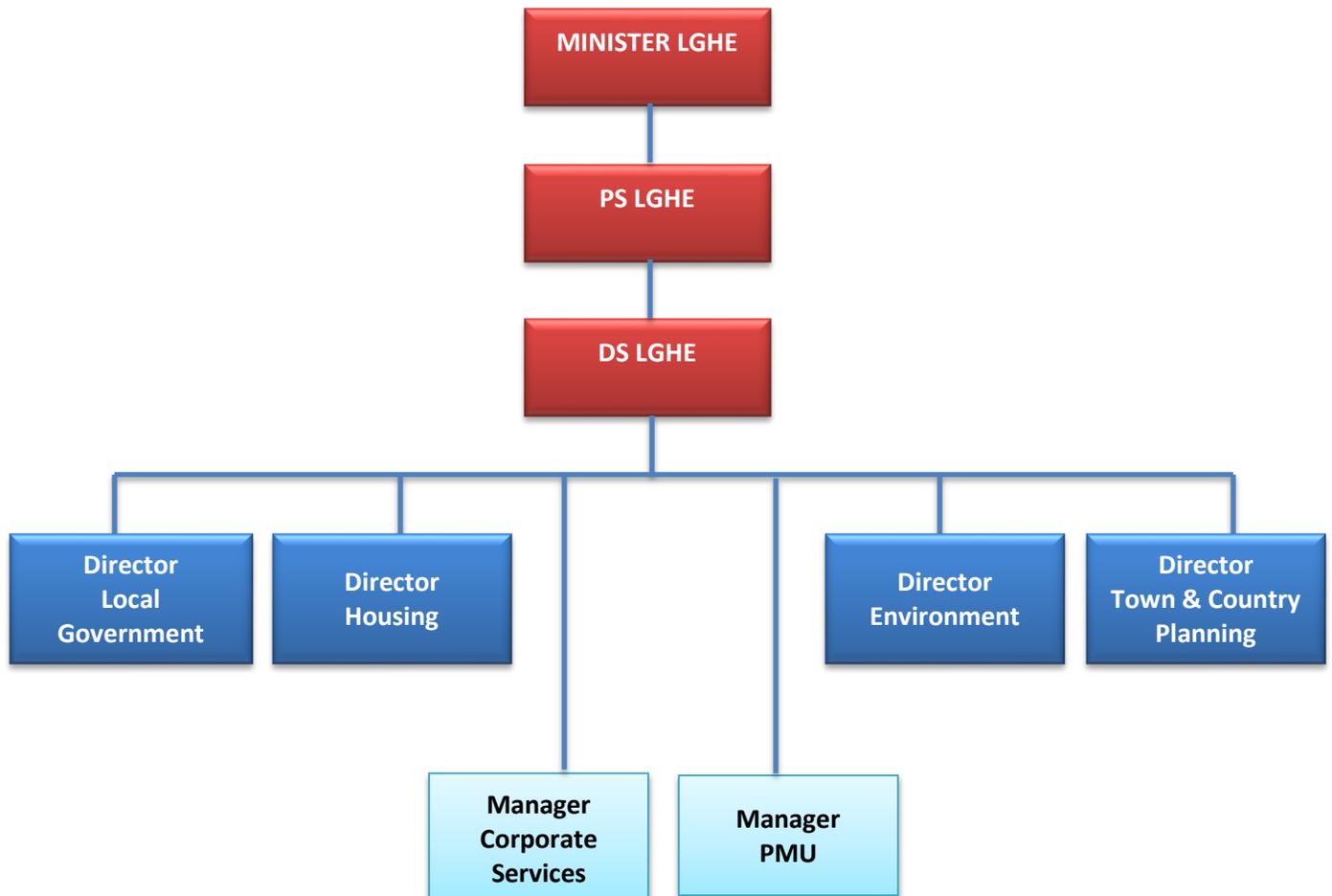
Within the context of the Ministry’s key focus areas, the major achievements from all outputs will contribute significantly to the accomplishment of the goals and objectives of the Peoples Charter for Change, Peace and Progress through Pillar 4-Enhancing Public Sector Efficiency, Performance Effectiveness and Service Delivery; Pillar 5-Achieving Higher Economic Growth While Ensuring Sustainability; Pillar 6-Making More Land Available for Productive and Social Purposes; Pillar 8-Reducing Poverty to Negligible Level by 2015; and Pillar 11-Enhance Global Integration and International Relations.



Figure 3.0: Ministry Staff with the Honorable Prime Minister, Rear Admiral Frank Bainimarama

ORGANISATIONAL STRUCTURE

Ministry for Local Government Housing and Environment Organisation Structure January – December 2014



ROLES AND RESPONSIBILITIES

The Ministry is responsible for the formulation and implementation of Local Government, Urban Planning, Housing and Environment policies and programs. The Ministry also has responsibilities for the National Fire Authority, Housing Authority and Public Rental Board.

FUNCTIONS

The Ministry's core business and responsibilities in 2014 is carried out by the following Departments:

(i) Corporate Service Division

Implement policy decisions for the overall management of the Ministry's budgeting, planning, financial, accounting control and human resources.

(ii) Department of Local Government

Monitor the performance of Municipal Councils under the Local Government Act Cap. 125 Rev (2005) and Business Licensing Act Cap 204 Rev (2006) and National Fire Authority under the National Fire Act (1995).

(iii) Department of Town and Country Planning

Administer, plan and regulate land use in Fiji through the enforcement of the Town Planning Act Cap 139 and Subdivision of Land Act Cap 140 (1978)

(iv) Department of Housing

Administer housing policy with specific emphasis on upgrading and resettlement programmes and provision of capital grants and social housing subsidy.

(v) Department of Environment

Formulate, coordinate and monitor the implementation of Fiji's national environmental policies, Programmes to enhance growth whilst ensuring sustainability in accordance with the Environmental Management Act 2005, Ozone Depleting Substances Act 1998, Endangered and Protected Species Act 2002, and Litter (Amendment) Decree 2010 and Fiji's Multilateral Environment Agreements (MEAs) commitments.

(vi) Project Management Unit (PMU)

Plan, facilitate, coordinate, monitor, evaluate, reviewing and report on all projects and major activities in the Ministry. It includes regular reporting on the implementation of the Strategic Plan, ACP, Cabinet Decisions and Capital Programmes.

LINKAGES OF OUTPUT WITH GOVERNMENT'S TARGETED OUTCOME

In alignment to the Peoples Charter for Change Peace and Progress, Roadmap for Democracy and Sustainable Socio-Economic Development 2009-2014, the Ministry for Local Government Urban Development Housing and Environment contributes to *Pillar 4: Enhancing Public Sector Efficiency, Performance Effectiveness and Service Delivery, Pillar 5: Achieving Higher Economic Growth While Ensuring Sustainability, Pillar 6: Making More Land Available for Productive and Social Purposes, Pillar 8: Reducing Poverty to Negligible Level by 2015, Pillar 9: Making Fiji a knowledge Based Society and Pillar 11: Enhance Global Integration and International Relations.*

2014 MANAGEMENT TEAM



Honorable Parveen
Kumar Bala
MINISTER



Mr. Samuela
Namosimalua
**PERMANENT
SECRETARY**



Mr. Josese Rakuita
**ACTING DEPUTY
SECRETARY**



Mr. Kolinio Bola
**DIRECTOR OF
HOUSING**



Mr. Aminiasi
Qareqare
**ACTING
DIRECTOR OF
ENVIRONMENT**



Ms. Losana
Rokotuibau
**DIRECTOR TOWN
AND COUNTRY
PLANNING**



Mr. Selevasio
Tagivuni
**MANAGER –
PROJECT
MANAGEMENT**



Ms. Akanisi
Vuetanavanua
**ACTING
MANAGER- CSD**

DEPARTMENT OF LOCAL GOVERNMENT

The primary responsibility of the Department of Local Government is to improve local governance through the effective implementation of the Local Government Act 2005 [Cap. 125]. This is in line with Pillar 4 of the People's Charter for Change, Peace & Progress – Enhancing Public Sector Efficiency, Performance Effectiveness and Service Delivery.

It is also responsible for the provision of policy advice and support service to the National Fire Authority to ensure effective delivery of its core services through the National Fire Service Act 1995.

MUNICIPAL COUNCILS

All municipal councils continued to improve their services to the ratepayers and business houses. The focus for 2014 was placed on collecting rates owed by the ratepayers from past year and with the implementation of the Municipality Rates Discount Variation Order 2013, response from the public was positive. The Order endorsed municipality council to vary rates from 7% to 10% for all rates inclusive of arrears when paid in full by 31 January 2014; and 5% when rates inclusive of arrears when paid in full by 28 February of the same year.

Policy

The Local Government Committee (LGC) established under Section 4 of the Local Government Act met four times and deliberated on the proposed amendment to the Local Government Act; municipal accounts, rates collection updates; and town boundary extension to Nausori, Nadi, Nasinu and Ba Town.

Improving Local Government System

Government continued with improving local government system and one of the priorities for 2014 was to ensure the consistency of municipal service delivery by the competent appointment of executive management within councils. In 2014, the following appointments were made: Mr. Azam Khan was appointed as the CEO for Nausori Town Council while the Special Administrator, Mr. Napolioni

Masirewa retired. Mr. Arun Kumar was terminated as the Special Administrator for Ba & Tavua Town Council and Mr. Parveen Bala resumed the Acting role for these two positions. Sigatoka Town Council's CEO, Mr. Anand Sami Pillay was suspended and Mr. Sela Nanovo's contract as the CEO for Lami Town Council expired.

Business Licenses

Municipal councils registered 884 new businesses licenses totaling 15,507 licenses nationwide.



Figure 4.0: Business Licenses issued by Municipal councils for 2014

Capital Grant Projects

Government through the ministry assisted 8 municipal councils and the National Fire Authority in the implementation of 12 Capital Projects with the total sum of \$8,363,554. Out of the 12 projects, 7 projects (comprising 20% of the total funding) were successfully completed while 5 projects worth \$6,700,000 will be completed in 2015.

Council	Project	Amount
Tavua	Dump Truck	\$163,780
Savusavu	Market Extension	\$150,000
Sigatoka	Market Renovation	\$200,000
Nadi	Market Extension	\$504,000
Levuka	Garbage Truck	\$103,125
Levuka	Heritage Projects	\$142,649
NFA	Ambulance services	\$400,000
Total		\$1,663,554

Table 1.0: Completed Council Grants projects

Challenge and Investment Fund Projects

Government allocated the sum of \$3,000,000 for 13 projects to 10 municipal councils. 7 municipal councils completed 9 projects committing 47% of the funds in 2014. Of the remaining 53% of funds 28% spilled over to the following year seeing the completion of 3 projects in 2015. The following are the list of projects that was funded from the Challenge and Investment Fund and completed in 2014.

Council	Project	Amount
Nausori	Rest Rooms	\$79,248
Sigatoka	Women's Hostel	\$200,000
Nadi	Public Convenience	\$40,000
Ba	TLTB Fees for Clopcott Subdivision	\$267,631
Nasinu	Garbage bins	\$280,312
	Garbage Truck	\$293,250
Lami	Garbage Truck	\$141,000
Tavua	Multi-Purpose Sports Complex	\$92,500
	Footpath maintenance	\$20,000
TOTAL		\$1,413,941

Table 2.0: Challenge Fund Completed Projects

Clean and Green Town Assessment



Figure 5.0: Councils CEOs and JAs with management of the Ministry

A yearly Clean and Green Town Performance Assessment was successfully implemented that culminated into an awards nights seeing councils being awarded prizes in the Large, Medium and small categories.

The special award on Beautification /Urban Open Park and Space was awarded to Suva City Council while National Heritage Award went to Levuka Town Council

Clean and Green Town Awards	Councils		
	Large	Medium	Small
First	Lautoka	Savusavu	Tavua
Most Improved	Nasinu	Nadi	Sigatoka

Table 3.0: Winners of the 2014 Clean and Green Town Competition

Rates; Collection

A total of \$31,392,685.39 rates were collected by 13 municipal councils in 2014. From this total, 78% of \$24,270,279.74 was recovered as current rates due and 22% of \$7,022,405.65 as rates in arrears.

HIGHLIGHTS – MUNICIPALITIES

Ba Town Council

Ba celebrated its 75 years of civic pride. Ba Town Council celebrated its 75th anniversary with the opening of the Ba Civic Museum by the Honorable Prime Minister.



Figure 6.0: Prime Minister Honorable Frank Bainimarama officiating at the Ba Civic Museum opening

Lautoka City Council

Lautoka sustained its 3R promotion by organizing a clean schools competition targeting 31 schools (17 urban and 14 rural schools). 208 tons of market green wastes were composted of which an income of \$1,872.00 was generated from the selling of 6.2 tones compost.



Figure 7.0: Left: Lautoka Market Composting Site Right: Home Composting Programme

The “Port of Entry” sign was successfully erected as an eye attraction to the visiting cruise liners at the site of the Queens wharf entering the city center. The “Display Wall” next to the image is a landmark to collate write ups and picturesque of the sugar city history.



Figure 7.0: Display Wall next to Lautoka Wharf

Labasa Town Council



Figure 8.0: Official opening of the Namara Landfill by Permanent Secretary for Local Government Housing and Environment

The rehabilitated Namara Landfill in Labasa was handed over to Government by the SPREP which has funded the project.

Nadi Town Council:



Figure 9.0: Newly renovated Nadi Market

Nadi upgraded its market facilities with an additional 300 stalls along with a vendor hostel to accommodate 30 women; provision of disable friendly public convenience and the night market facilities. The washroom at the bus station was also upgraded.

Nasinu Town Council

Rubbish bins were distributed to 9,000 ratepayers of Nasinu.



Figure 10.0: Nasinu Ratepayers; turning up in numbers to collect free rubbish bins

National Fire Authority Policy

Government endorsed the National Fire Authority Annual Report 2011. With funding from Government, the National Fire Authority and the Water Authority of Fiji installed 183 Underground Fire Hydrants (77 the central ; 65 in the western division and 41 in the northern division).



Figure 11.0: Photo showing an installed Fire hydrant

Government allocated a total sum of \$2.5 million for the construction of 2 fire stations in Korovou and Korolevu, purchase of 8 Fire Trucks worth \$219,000, 2 Ambulances worth \$165,000 and Fire Fighting Equipment's.



Figure 12.0: The New NFA Fire Truck and Ambulance

DEPARTMENT OF HOUSING

The department is responsible for facilitating affordable housing for our people through effective administration of the national housing policy with specific emphasis on upgrading and resettlement programmes and provision of capital grants and social housing subsidy.

NATIONAL HOUSING POLICY

The department had continued the implementation of Activities of the National Housing Action Plan [NHAP]. As of 31st December 2014, the departments had completed 17 of the 20 activities and are as follows:

1. Appointment of the National Housing Council Secretariat;
2. Create a Secretariat with necessary staff for policy implementation;
3. Finalize a time bound implementation action plan;
4. Preparation of Budgetary Provision for Policy Implementation;
5. Appointment of the National Housing Council;
6. Prepare TOR for National Housing Council;
7. Appointment of Housing Technical Sub Committees [HTSC] on Land, Finance, Planning and Environment and Construction and Building Technology to address the five cross cutting issues of housing;
8. Explore potential for donor assistance to partially meet budgetary expenses;
9. Identify key stakeholders needed to support the policy process;
10. Create a facility to provide technical and financial advisory services to prospective house builders;
11. Coordinate and monitor the performance of the housing sector on a regular basis;
12. Promote Research and training.
13. Promotion of Alternative Building Technology;
14. Prepare Village and Rural Housing Improvement Plan;
15. Prepare a programme to engage all tiers of Government, NGO'S & community to play an effective role on housing development as a partner of Government;
16. Coordinate and monitor the performance of the housing sector on a regular basis;

In 2015, the department will focus on obtaining Cabinet's Approval for the formulation of a National Housing Act, review Housing sector Agency's

mandate to bring them in line with enabling principles and restructuring of the Squatter Settlement Upgrading Unit with resources commensurate with its new responsibilities;

URBAN

Formal

2014 saw the facilitation of \$1million grant to Housing Authority (HA) to assist financial disadvantaged customers who have paid one and half the principal home loan amount. HA has written off 6 village housing schemes and 71 individual housing customers benefiting 1,500 people.

\$1 million Rental Subsidy was released to Public Rental Board (PRB) to assist 923 financially disadvantaged rental customers on quarterly basis. Out of the families assisted, 86 % are iTaukei families which depicted heavy reliability of iTaukei people on rental housing arranging, 9% Fijian and 6% others. 80 PRB rental tenants graduated from rental accommodation to full home ownership.

Another \$5.3 million grant was released in 2014 to PRB for capital cost for the construction of 208 new flats in Raiwai, 36 flats in Kalabu and 50 flats in Savusavu.



Figure 13.0: Raiwai PRB Housing Project

The Department also facilitated the release of \$1million to Housing Assistance Relief Trust (HART) for the renovations of 16 flats at Bulileka Labasa, 8 flats at Biolleti, Lautoka and 8 flats in Narere, Nasinu and the construction of 4 new flats in Narere &, 8 flats in Vesida. 15% of the grant covers for the general maintenance and other operational cost of HART housing units.

2014 marked the initiation of a "First Home Owners" grant to assist low and middle income owners in building or buying first house. A total of 180 first time home owners were assisted with funding amounting to \$1.74 million.

Informal

Squatter settlement upgrading projects

The department currently implements 8 squatter upgrading projects of which 5 are ongoing and three (3) new. Based on the relevant scheme plans, 1,085 households (or 4,775 people) are the targeted beneficiaries in this regard. The main objective of the upgrading project is the provision of fully serviced residential lots and securing land tenure.

Squatter Settlement Upgrading Project Beneficiarie Numbers

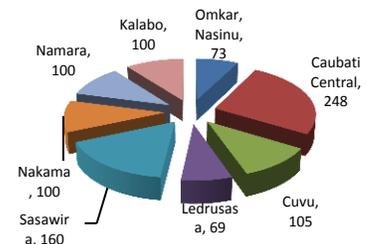


Figure 14.0: Number of beneficiaries per upgrading project

These upgrading projects involves the construction of sealed roads, provisions of water and sewerage reticulation, electricity, fire hydrants and residential allotment and issuance of a ninety nine(99) year residential leases to sitting tenants.

Table below shows the progress of ongoing and new squatter settlement upgrading projects and the project value.

Location	Work Completed & Budget Utilization (m)	Proportion of Work Completed in 2014 (%)
1. Omkar (\$77,391.15)	Construction of Road, water, Sewerage, Electricity, Fire Hydrants and residential lots	95%
2. Caubati (\$0.399)	Awarding of Civil Work Contract to Multi Work Contractor	50%
3. Cuvu (\$202,706.25)	Construction of Road, water, Sewerage, Electricity, Fire Hydrants and residential lots	54%
4. Ledrusasa (\$17,976.25)	Approval of Subdivision Scheme Plan and Engineering Plan By DTCP	38%
5. Sasawira (\$55,516.25)	Approval of Subdivision Scheme Plan \$0.510	18%
6. Nakama (\$0.060)	Negotiation for development lease with Savusavu Town Council	10%
7. Namara (-\$0.060)	Negotiation for development lease with TLTB	

Location	Works Completed & Budget Utilization (m)	Proportion of Works Completed in 2014 (%)
B. Kalabo (\$0.030)	Negotiation for development with lease with TLTB	10%

Table 4.0: Progress of Squatter Upgrading Projects.

City Wide Informal Settlement Upgrading Projects

In 2014, the department administered 5 City Wide Informal Settlement Upgrading Project involving incremental upgrading with funding of \$100,000 per project site for the following works:

- (i) construction of evacuation center for flood prone settlement
- (ii) water pipes & sanitary facilities
- (iii) Roads and drainage.
- (iv) Footpaths and street lights

The above City Wide Upgrading scope of works has been initiated following approval by the Asian Coalition of Housing Rights in 2012. The department in partnership with the Town and National Joint Committee created specifications and costing for each development proposals.

The Table below shows the details of the 5 city wide informal settlement upgrading project carried out in 2014 which benefitted 500 families.

Location	Nature of Project	Upgrading works completed
Korocirici, Nadi.	Housing construction	Construction of Evacuation center benefiting 100 families in the flood prone area.
Elevuka, Ba.	Road Upgrading and Street Lighting	Settlement footpath and lights benefiting 100 families
Bangladesh, Tavua.	Roads upgrading Works	Settlement Upgrade Road
Baba, Levuka.	Basic amenities construction	Water connections pipe and sanitary improvements benefiting 100 people
Vuci, Nausori.	Drainage infrastructure upgrade	Drainage improvements benefiting 100 families along Vuci road.

Table 5.0: 2014 City Wide Projects

While the main objective of the City Wide Programme are to undertake incremental upgrading of amenities within settlement, the Lagilagi projects undertakes the construction of family unit which would require tenants to contribute financially within their limited means and in return gaining a sense of ownership and pride.

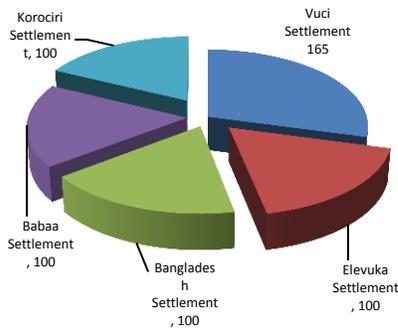


Figure 15.0: Families benefitting from 2014 city wide upgrading projects: rural

Village

Recognizing the importance of empowering squatters to afford their housing needs, the Ministry through the department of housing in collaboration with the Ministry of Agriculture and I Taukei Land Trust Board continued with the Integrated Agriculture Squatter Resettlement program in 2014 which aims to alleviate poverty, improve rural housing conditions and control squatter formation through sustainable farming and income generation such as poultry farming, ginger farming etc. 5 locations have undergone resettlement programs.

A total sum of \$100,000 was allocated for each project for a period of 3 years from 2011.

Table below shows the status of this project in 2014. The benefit of these projects is realized through the rural families that have been assisted.

Project & Value of Asset	Project Detail	Status of the Project
Lomaivuna (\$375,000)	15 acres of ginger root crops and vegetables	50%
Vanuakula (\$464,650)	Acquisition of 89.93 ha of agricultural lease. Construction of farm house, road and electricity and planting of 5 acres of cassava and ginger	25%
Maumi (\$221,000)	Preparation of Civil Remedial Works for Maumi New Village Site, Water pipe relocation and Poultry Farming	25%
Nativi (\$330,000)	Planting of 10 acres of Sugar Cane, Vasi Plantation and construction of farm houses	25%
Nalotawa (\$295,000)	17 acres land clearing, planting of Vasi and construction of nursery	25%

Table 6.0: detail: of 2014 sustainable income generation project

Value Of Assets (Land & improvement proportion)

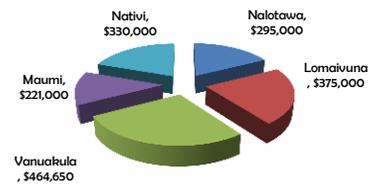


Figure 16.0: Value of Assets gained by communities through the sustainable income generation project

2014 HIGHLIGHTS

Opening of Raiwai PRB Housing Project



Figure 17.0: Official Address by the Honorable Prime Minister, Rear Admiral Voreqe Bainimarama at the opening of the PRB Raiwai Flats

The project saw the completion of 210 units consisting of 110 one-bedroom and 100 two-bedroom flats which will improve the living standards and well-being of 210 families or 1050 residents. The project was made possible through a \$9million soft loan from the EXIM bank of China through the Fijian Government as well as an additional \$9.3million grant by the Chinese Government to the PRB. The official opening was done by the Prime Minister on 1st September 2014.

Launching of Cuvu Squatter Settlement Upgrading Project

The project ground breaking ceremony was carried out by the Attorney General of Fiji and the Acting Minister for Housing Mr. Aiyaz Sayed Khaiyum on Friday, 5th September, 2014 at the Cuvu squatter upgrading Project site



Figure 18.0: Attorney general and acting minister for housing, Mr. Aiyaz Sayed Khaiyum at the ground breaking ceremony

DEPARTMENT OF ENVIRONMENT

The Department of Environment spearheads environmental management in Fiji. The Department's main objective is to promote the sustainable use and development of Fiji's environment and efficient implementation of policies, legislation and programs. The department administers the Environment Management Act (2005), Ozone Depleting Substances Act (1998), Endangered and Protected Species Act (2002).

ENFORCEMENT OF THE ENVIRONMENT MANAGEMENT ACT 2005:

Policy

The National Environment Council (NEC) is established under the Act to provide policy direction to the Department. The Department facilitated 1 NEC meeting for the year.

Major issues of discussion for the NEC included Global Environment Facility (GEF) fund cycle 5, progress of the establishment of the Resource Owners Committee and the Mangrove Management Plan.

Waste Management and Pollution Control

A total of 130 permits were issued by the Waste and Pollution Control Unit for the year 2014.

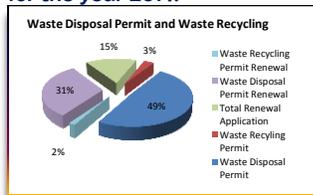


Figure 19.0: Waste Permits Issued in 2014

Complaints Received

Illegal dumping was the main issues on which most complaints were received.

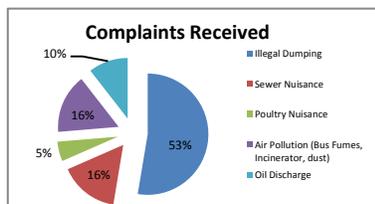


Figure 20.0: Complaints received in 2014

Environment Impact Assessment

Approvals of EIA reports were mainly from river gravel extraction (34%) followed by proposed subdivision of lands (26%).

The Department received the lowest number of application from the Aquaculture development sector.

ENFORCEMENT OF THE OZONE DEPLETING SUBSTANCES ACT 1998:

ODS Permits:

67% of the work conducted facilitated the renewal of refrigeration/air-conditioning and fumigation technician's licenses.

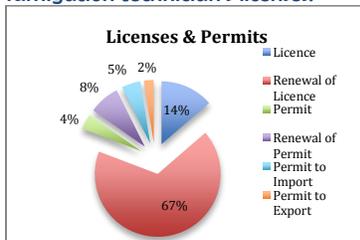


Figure 21.0: ODS Licenses and Permits Issued

66% of inspections were conducted for facilities as per pre-requisite requirement under the ODS Act.

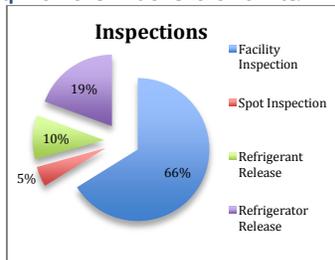


Figure 22.0: ODS Inspections 2014

ENFORCEMENT OF THE ENDANGERED AND PROTECTED SPECIES ACT 2002:

New Species Included under CITES:

During the 16th CITES Conference of the Party held in Bangkok from 3rd – 14th March 2014, several Shark species were identified to be becoming endangered and have been agreed upon to be listed in Appendix II of the CITES Species listing. The species are Oceanic white tip, scalloped hammerhead, Great hammerhead shark, Smooth hammerhead shark, and the Porbeagle shark (Lamnansus). Fiji is one of the main implementers of this new listing.

A total of 22 companies applied for renewal of registration under the EPS Act. One (1) Import Permit and 190 Export Permit was issued for Tabua trade.

AWARENESS:

Environment Day Celebrations:

The Department held a joint commemoration for the World Biodiversity Day and the world Environment Day on June 13th 2014 at the Fiji Museum. The Permanent Secretary for Environment also as Chief Guest for the day also launched the Eco School competition and the Biodiversity Photo competition.

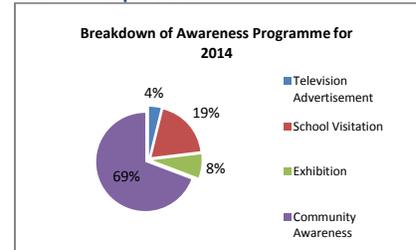


Figure 22.0: ODS Awareness Programs for 2014

Efforts on Awareness for the department were focused on community awareness. The department also embarked on school visitation, public exhibition and production of television advertisement.



Figure 23.0: School visitation programme 2014

Hibiscus Environment Exhibition



Figure 24.0: Hibiscus Week exhibition (18th – 22nd August 2014)

Mangrove Replanting Project – Navitilevu Bay Ra

Mangrove replanting project commenced in July 2014. A joint awareness and baseline survey was undertaken by the Department and Department of Forestry which would see a Memorandum of Agreement established with the landowners to protect the mangroves.

TRAINING

The Department facilitated capacity building programmes for Enforcement Officers and technical assistance to the Refrigeration and Air-conditioning Sector and Fumigation Sector through trainings and infrastructure developments.

Technical Training:

A total of 119 Refrigeration and Air-conditioning technicians were trained.

Training of Enforcement Officers:

Trainings were also facilitated for enforcement officers from Municipal Councils, Rural Local Authority, Fiji Revenue Authority, Fiji Ports Corporation Limited, Maritime Safety Authority of Fiji, Biosecurity Authority of Fiji, Fiji Navy, Fiji Police Force and the Ministry of Rural & Maritime Development and National Disaster Management

ENFORCEMENT OFFICERS TRAINING	
Programme	Number of Participants
ODS	17
Litter Prevention	123
CITES	55
TOTAL	195

Table 7.0: Enforcement Officers Trainings conducted

REVENUE COLLECTION

Waste Management and Pollution Control

A total of \$70, 288.50 was collected for 2014 under through the issuance of Waste Disposal and Recycling Permits.

Table 8.0: 2014 Waste Disposal & Recycling Permit Revenue

Division	Revenue (\$)
Central	43,090
Western	25,023.50
Northern	2175
Total Revenue Collected	\$70,288.50

Ozone Depleting Substances Act Implementation

A total of \$210,558.11 was collected in 2014 through the implementation of the Ozone Depleting Substances Act.

2014 ODS License & Permit Revenue	
Permit/License	Revenue
License to Handle ODS	15,180.00
Renewal of License to Handle ODS	10,916.78
Permit to Store ODS	5,953.98
Renewal of Permit to Store ODS	12,190.79
Permit to Import ODS	162,236.37
Permit to Store ODS	358.75
Recovery of Outstanding payment for License and Permits	3,721.44
Total Revenue Collected	\$210,558.11

Table 9.0: ODS Permits and Licenses Issued

Endangered and Protected Species Act

A total of \$18,727.20 was collected in 2014 through the implementation of the Endangered and Protected Species Act.

Table 10.0: 2014 EP\$ Registration Fees

Traders	# Registered	Revenue (\$)
Aquarium companies	3	3121.20
Pawnshop	4	4161.60
Logging Companies	2	2080.80
Handicraft Centers	0	0
Native Timber Trade	7	7282.80
Retailers	3	3121.20
Captive Breeders	1	1040.40
Others (Oil Distill & Mangrove)	2	2,080.80
Total Revenue		\$18727.20

CAPITAL PROJECTS

Waste Transfer Station



Figure 25.0: Proposed Layout of the Waste Transfer Station

A Waste Transfer Station (WTS) is an important waste management

infrastructure that is earmarked to be piloted in the Central Division. Located at the old government quarry site, the station will assist the Municipal Councils and Local Authorities in the Central Eastern division.

Naboro Landfill

The Naboro Landfill Phase 2 works were completed in March 2014. The works opened up a total of 140, 000 cubic meters of airspace at the Naboro landfill and costs a total of \$2.9 million.

A Certificate of Practical Completion was issued to the contractor responsible for the design and construction of Phase 2 in October 2014.



Figure 26.0: Preparation of the landfill for filling

The year 2014 utilized approximately 60, 000 cubic meters of this airspace. The remainder of airspace for 2015 onwards is anticipated to last for 14 months.

In light of the limited remaining airspace, the Ministry has called tender for the design of the next Stage of the Landfill. A contractor was identified through the Government Procurement process and has subsequently been approved in August 2014 by the Government Tender Board.

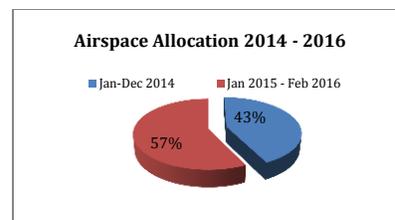


Figure 27.0: Air Space Allocation 2014 -2016

Upon the finalization of the design, a tender for the construction of stage 2 will be called through the Fiji Procurement Office.

DEPARTMENT OF TOWN & COUNTRY PLANNING

To ensure sustainable development and a coordinated growth the Department of Town and Country Planning (DTCP) is responsible for the overall administration, planning and regulating of land use in Fiji through the Town Planning Act Cap. 139 and Subdivision of Land Act Cap 140.

The key functions of DTCP are:

- (i) Strategic Planning of Urban and Rural Areas
- (ii) Regulation and Compliance to Development Laws

DTCP also offer physical planning and land development advice to the overall decision making process of government and the private sector as well as promote town planning in Fiji, to increase its understanding and guide Fiji towards a coordinated growth. Within these deliverables, the department facilitates two main pillars (Pillars 5 & 6) of the Road Map and People's Charter for Peace, Change and Pillar 7 being a new inclusion through the preparation of New Town Developments.

TOWN PLANNING ACT CAP 139

The Department prepares, revises and amends town planning schemes; prepare local advisory plans of potential growth areas; determine rezoning proposals from rural town planning areas; provide planning advice to town councils, rural local authorities, government authorities and statutory bodies, stakeholders, private sector, the public; provides strategic physical planning for Fiji's growth in both the urban and rural areas and; Internally provide strategic direction to both Subdivision and Development Control Sections.

Implementation of Part of Urban Policy Action Plan (UPAP)

The Ministry through DTCP implemented at least four (4) of the main thematic areas of the Urban Policy Action Plan (2007):

1. Devolution of Authority, Responsibilities and Institutional Realignment

The Director's power as consenting authority on developments is delegated to municipal councils by virtue of their approved town planning scheme. As per the ministry's Strategic Plan (2011 – 2014), all Councils now have their Town Planning Units (TPUs) established by October 2014. An integral component of

the TPU is the GIS facility, allowing councils to have access to maps, plans as well as its own town planning scheme in electronic manner.

2. Legal and Regulatory Framework

With the revised town planning laws being vetted by the Office of the Solicitor General, the proposed revision of town planning fees, forming the regulation component was completed. As a strategy to reduce non-compliance, substandard submissions and illegal developments, the department facilitated national Compliance Workshops at all division.

3. Institutional Strengthening and Capacity Building

The return of two (2) serving officers from professional training on urban planning in the 3rd and 4th quarter has boosted the Department's performance in its service delivery.

The first phase on the implementation of the MOU between the Government of Fiji and the Government of the Republic of Indonesia began with the signing of Areas of Cooperation (AoC) and 2-weeks Study Visit in Indonesia by a 10-member Fijian delegation. The AoC consists of capacity building, deputation of experts in fields of engineering, urban planning, GIS and heritage

The validating of the Greater Suva UGMAP (2006) began in August with stakeholder consultation and report of survey phase from September to November.

A data-base to reflect development trends in the Greater Suva from 2006 to 2014 was also established. This program is scheduled for completion by August 2015, with the Plan and Report being requirements by ADB for its assistance to the Water and Wastewater Master Plan for the Greater Suva.

4. Urban Planning and Urban Growth Management

Phase 2 of the Urban Growth Management Plans (UGMAP) for Greater Western and the Northern Corridor has been completed consisting spatial plans to reflect land uses, approved to survey uses and draft zoning plans.

The three (3) growth centers earmarked for New Town Development i.e. Keiyasi, Nabouwalu and Seaqaqa had little progress other than preliminary work towards documentation and planning. Matters relating to iTaukei lands are the main contributing factor to the slow implementation of this program.

The Nausori Urban Village Plan was completed and presented to the village whilst the plan for the 5-villages in Nadi is at draft stage.

Town Planning Scheme & Revisions

The Nasinu Town Planning Scheme and Revised Levuka Town Planning Scheme have been completed for Final Approval and its endorsement is anticipated in the first quarter of 2015. This will facilitate delegation of powers of the Director to the respective councils.

Scheme Amendments and Rural Rezoning

The Table shows the number of applications received and considered.

Table 8.0: Rezoning Summary

REZONING SUMMARY 2014				
	Centr al	Weste rn	Northe rn	TOT AL
REC'D	49	51	23	123
APPROV ED	29	43	9	81
REFUSE D	14	24	1	39

Source: DTCP (2014)

Below is a chart that reflects changes in zoning in the respective divisions. Residential and Commercial zones are dominant in both Central and Western Division.

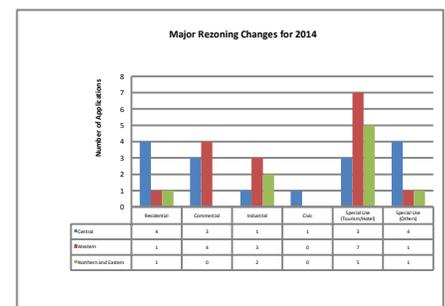


Figure 28.0: Major Rezoning for 2014

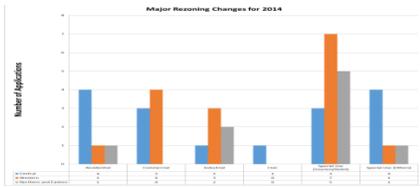


Table 9.0: Major Rezoning Changes for 2014

Master Plans

A total of five (5) master plans were received relating to land development, four of which were in the central division whilst the fifth is proposed in the west. The Department also received a revised zoning plan on the Nausori Town Centre from Nausori Town Council, for the expansion of its Central Business District.

Government (Capital) Projects and Policy Advice

DTCP plays a participative role in providing policy advice to a number of projects undertaken by government and this includes the following:

- (i) Sports Integrated Complexes: Vunidawa, Seaqaqa, Rakiraki,
- (ii) Proposed 4-lane road in Nadi and Nausori
- (iii) Proposed Airport Runway Extension – Nausori and Nadi International
- (iv) New Nausori Hospital
- (v) Regional Police Academy
- (vi) Nadi-Lautoka Corridor Road Widening

There are two (2) notable boards which DTCP is a member of as a representative of the MLGUDHE i.e. Central Board of Health and Forestry Board. DTCP is also member of the Private Hospital Board.

Land and Building Development

Out of the 1808 building applications processed, 71% were approved compared to 63% of 2013, 7% refused in contrast to 8% and 27% were deferred or returned pending further action by applicants. The Compliance Workshops held throughout Fiji in the 3rd quarter has contributed immensely to improved submissions and compliance.

Table 10 Building Summary

BUILDING APPLICATION SUMMARY - 2014						
DIVISION	RECEIVED	CONSIDERED	DECISION			
			Consented	Refused	Deferred	
Central	943	940	639	101	229	
Western	679	647	504	11	132	

Northern	224	211	141	16	54
Eastern	16	10	7	1	2
Total	1862	1808	1291	129	417
(2013)	1944	1747	1114	143	485

Source: DTCP (2015)

Major Developments

A total of sixty-seven proposals were received and considered as major developments. A summary of type of major developments per use per division is shown below.

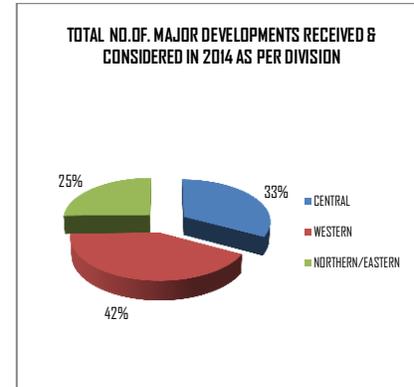


Figure 28.0: Major Developments received & considered

Table 11.0: Building – Major Developments

MAJOR DEVELOPMENTS RECEIVED AND CONSIDERED BY DEPARTMENT OF TOWN & COUNTRY PLANNING - 2014							
DIVISION/TYPE	RESIDENTIAL	COMMERCIAL	INDUSTRIAL	CIVIC	SP. TOURISM	OTHER	TOTAL
CENTRAL	10	3	5	2	2	0	22
WESTERN	6	3	3	4	12	0	28
NORTHERN/EASTERN	0	5	2	3	7	0	17
TOTAL	16	11	10	9	21	0	67

Source: DTCP (2015)

The western division continued its dominance as region where major developments are proposed and tourism remains as most highly demanded use or activity.

DIVISION	MAJOR DEVELOPMENT RECEIVED AND CONSIDERED IN 2014 WITH TOTAL DEVELOPMENT VALUES						REASONS
	REC'D	VALUE	CONSIDERED	VALUE	FRT	VALUE	
CENTRAL	22	\$ 480,000.00	18	\$ 476,000.00	4	\$ 11,000.00	Provision B & T Survey to be completed and I/A Survey plan yet to be cleared, clearance from
WESTERN	28	\$ 1,083,000.00	21	\$ 64,000.00	7	\$ 125,000.00	(1)16 comments of AR
NORTHERN	16	\$ 15,295,000.00	10	\$ 15,245,000.00	3	\$ 50,000.00	(1) Released 2/FH
EASTERN	1	\$ 40,000.00	1	\$ 40,000.00	0	\$ -	
TOTAL	67	\$ 733,340,000.00	50	\$ 596,280,000.00	14	\$ 127,000.00	

Table 12.0: Major Developments Received and Consented to in 2014

Compared to the 40 major projects in 2013, a total of 67 proposals were received, having a total value of \$733.34million, reflecting investment confidence. As shown in the table above, close to 80% of these proposals were consented to.

The remaining 20% had not been finalized awaiting clearances and stakeholder

agencies feedback. Notable investments included FNPF's \$15.4million redevelopment in Momi, Carpenters Limited's mixed development at the Suva Foreshore and Vunabaka Bay Resort, valued as \$13.9million.

Environment Management Unit (EMU)

The Unit is responsible for its technical advice on foreshore applications as forwarded by the Director of Lands and makes commendations to the Director of Environment on any EIA as part of its consultation process. The table below provides a breakdown of its deliverables:

Table 13.0: EMU Deliverable:

Environment Management	Divisions		
	Central	Western	Northern
DOE- Environment Impact Assessment Report; [EIA/EMP/CEMP & OEMP]	23	27	1
Commented	11	14	1
Foreshore Matters			
DOL- Foreshore Applications	4	3	2
Commented	3	2	1

Source: DTCP (2015)

Information System

The Geographical Information System (GIS) and I.T Unit Division is responsible for the production of plans, maps, records and information of DTCP in digitized and electronic format. The responsibilities of the unit have been extended to services within the Ministry as part of the IT Strategic Plan 2015-2019. The unit has also contributed significantly to the establishment of TPU in municipal councils and on sharing of information with critical government infrastructure agencies, both FRA and WAF.

SUBDIVISION OF LAND

The Subdivision of Land Division is responsible for processing of subdivision of land applications, approval of engineering plans, and clearance of survey plans and provides advice to land developers & consultants on land subdivision matters.

Table 14.0: Applications Received

APPLIC ATION TYPE	REC EIVE D	DECISIONS		
		APPR OVE D	REF USE D	DEFE RRE D
New Applica tions	490	561	34	90
Scheme Amend ments	54	59	2	1
Reconsi deratio n	32	30	6	3
Waiver & Relaxat ion	13	22	2	0
Renew als	56	85	0	2
Engine ering Plans	15	29	0	0
Survey Plans	263	220	26	42
TOTAL	923	1006	70	138

Source: DTCP [2015]

Majority of the proposals were for residential and commercial purposes and most were proposed in the western division. Table 3 shows the breakdown of subdivision of land by uses and by each division. Of the 1412.5hecatres of land released for urban development, 31.6% or 447hectares was released for residential, 50% for agriculture whilst the remaining 19.4% were distributed amongst the varied

uses. The demand concentrated at the urban periphery for convenience and economy in the central and western division.

Survey Plans and Engineering Plans

The completion of a subdivision is determined by level of compliance to conditions. Out of the 263 survey plans received, 220 were cleared; an improvement in compliance from 69% in 2013 to 83.6% in 2014.

There were 29 engineering plans approve compared to 18 in 2013. The clearance of survey plan provides an indication of subdivision process and works being completed. Majority of these were for tourism and residential purposes.

Town Planning Fees

The revenue received by the department is derived from fees charged under the Town Planning Act Cap 139 and the Subdivision of Land Act Cap 140. The total fees received are \$245,996.00 in contrasts to \$175, 960.27 in 2013, reflecting increasing number of applications and corresponding investment confidence. A summary is shown in Table 8.

Table 15.0: Total Fees Collected in 2013

Activity	Revenue
Forward Planning Subdivision of Land	\$124,050.00
Development Control	\$121,945.76
TOTAL	\$245,996.00

Source: DTCP [2015]

AWARENESS ON TOWN PLANNING IN FIJI & FORGING PARTNERSHIP WITH STAKEHOLDERS

Stakeholder feedback to DTCP is a critical component of the planning process. As a strategy to improve efficiency, an integrated technical committee, consisting of infrastructure agencies of WAF, FRA, Ministry of Works and CBH was established in October following the targeted turnaround times to be effective from 2015:

- (i) **On-site Building Development – 20 working days;**
- (ii) **Rezoning – 45 working days;**
- (iii) **Subdivision – 30 working days;**

The committee was mooted by the Minister with commitment by the ministers of both Infrastructure and Health. The Department of Town and Country Planning Training and Awareness Programs is three-fold, as a capacity building initiative, increasing greater understanding on town planning in Fiji and to increase interest in the town planning profession.

Table 16.0: Awareness Program on Town Planning

Activity	Revenue
Presentations & Seminars	9
Careers Expo	9
Exhibitions	3
TOTAL	21

Source: DTCP [2015]

Three (3) new brochures were developed, covering various topics on processes of land and building development as a guide and tool to coordinate urban development and growth in Fiji.

CORPORATE SERVICES DIVISION

Corporate Service Division is responsible for the implementation of policy decisions for the overall management of the Ministry's budgeting, planning, financial, accounting control and human resources unit.

The Division two (2) units: Administration (Personnel) and Finance. Administration delivers requirements in accordance with the 2013 Constitution of the Republic of Fiji, Public Service Commission (PSC) and the Ministry of Finance (MOF) to ensure the compliance to General Order (GO) 2010, Public Service Code of Conduct, Financial Management Act (FMA), Agency Financial Manual, Financial Management Instructions (FMI), Government Wage Earners Conditions as well as the approved changes issued through Circulars from the central Agencies and reporting agencies for the adherence of the entire workforce.

STAFF ESTABLISHMENT

A total of 133 staffs are employed in the Ministry which consists of 87 Established employees, 11 Government Wage Earners [GWE], 6 Temporary Relieving Officers (TR) and 29 Project officers. The agency engaged one volunteer/attaché from the National Employment Centre.

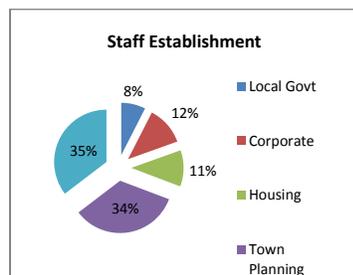


Figure 29.0: Ministry 2014 Staff Establishment

Recruitment

A total of thirteen [13] appointments were made to fill in vacant positions at each department:

No.	Department	Total
1	Local Government	5
2.	Town and Country Planning	Nil
3.	Housing	Nil
4.	Environment	8
5.	Corporate	Nil
TOTAL		13

Table 17.0: 2014 Recruitment per Department

The Agency had twenty eight (28) vacant positions as at January 2014. Thirteen (13)

new recruitments were made with fifteen (15) remaining positions still under process. Twenty nine (29) Project officers were engaged by the Ministry, while 5 positions under UPAP in the Department of Town and Country Planning are still in process.

Staff movement

Transfer [Internal]: DTCP (4), DOE (1), Corporate (2), GWE (1)

Study Leave:

Long Term – [more than 1 year]: DTCP (5), DOE (2)

Acting: DTCP (16), DOE (5), Housing (4), Corporate (7), Local Government (2).

Retirement: Nil

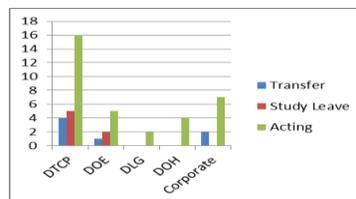


Figure 30.0: Staff Movement 2014

No.	Department	Total
1	Local Government	2
2.	Town and Country Planning	16
3.	Housing	4
4.	Environment	5
5.	Corporate	7
TOTAL		24

Table 18.0: Acting Appointments for 2014 per department

Office accommodation

Negotiations are ongoing for the relocation and expansion of the divisions' office space to allow for easy access to customers and accommodate the increasing workforce within the western and northern division.

Vehicles

The Ministry administers 19 vehicles; of which 5 is with the corporate Service Division, 2 with Department of Town and Country Planning, 1 with Department of Housing, 3 with the Department of Environment and 2 each for the Western and Northern division offices. 4 vehicles are waiting the boarded of survey to be barded.

TRAINING

Local – Total of 15 Programmes

During the reporting period, 60 Officers from the four Departments participated

in Local Training programmes organized by PSC [CTD], UNDP, TPAF, MOF and our In House programmes.

Overseas: Total of 27 Programmes - Thirty one [31] Officers attended twenty seven [27] Programmes that were either partially or fully funded.

Continuing Studies: Ten [10] officers went on overseas training of which Two [2] Officers who were under long term scholarships training continued to pursue Masters Programme in Town Planning at the University Of Sydney, Australia sponsored by AusAid and University of West Indies, Trinidad/Tobago sponsored by European Union complete programme at the early 2015 respectively.

Regional– Total of 9 Programmes

Seven Officers attended nine [9] regional programmes. Three of the five Officers were from DOE and two from DOH. The programmes were held at Marshall Island, Vanuatu, Samoa, Tonga and New Caledonia.

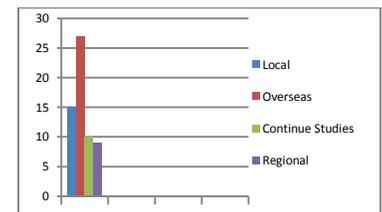


Figure 31.0: Total No. of Programmes Offered

ACCOUNTS

The Finance section provides financial administration support to the four departments of the Ministry administers the utilization of the approved budgetary allocation of \$58,444,955 which is an increase of \$18,358,042 from 2013 Budget. The increase was due to allocation of \$1,932,620 to the five (5) Departments for Operational Expenditure and \$16,412,562 for Capital Grants and Transfers to Public Rental Board (PRB), Housing Authority (HA), Housing Assistance Relief Trust (HART) and Town Councils.



Figure 32.0: Budget Estimates 2014

AUDITED FINANCIAL STATEMENT

OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing

Chitwan



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File: 625

4 June 2015

Honorable Parveen Kumar
Minister for Local Government, Urban Development, Housing and Environment
Ministry of Local Government, Urban Development, Housing and Environment
FFA House
Gladstone Road
Suva

Dear Honorable Kumar

**Audited Financial Statements – Ministry of Local Government, Urban Development, Housing and Environment
for the Year Ended 31 December 2014**

Audited Financial Statements for the Ministry of Local Government, Urban Development, Housing and Environment for the year ended 31 December 2014 together with my audit report on them are enclosed.

Particulars of errors and omissions arising from the audit have been forwarded to the management of the Ministry for its action.

Yours sincerely

Atunaisa Nadakuitavuki
for Auditor General

Encl.

**MINISTRY OF LOCAL GOVERNMENT, URBAN
DEVELOPMENT, HOUSING AND ENVIRONMENT**

SPECIAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2014

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT
SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

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MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

INDEPENDENT AUDITORS REPORT

Scope

I have audited the special purpose financial statements which have been prepared under the cash basis of accounting and notes thereon of the Ministry of Local Government, Urban Development, Housing and Environment for the year ended 31 December 2014, as set out on pages 13 to 17. The special purpose financial statements comprise the following:

- (i) Statement of Receipts and Expenditure;
- (ii) Appropriation Statement;
- (iii) Statement of Losses; and
- (iv) Statement of Receipts and Payments – Trust Fund Account.

The Ministry of Local Government, Urban Development, Housing and Environment is responsible for the preparation and presentation of the special purpose financial statements and the information contained therein.

My responsibility is to express an opinion on these special purpose financial statements based on my audit.

My audit was conducted in accordance with the International Standards on Auditing to provide reasonable assurance as to whether the special purpose financial statements are free of material misstatements. My audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the special purpose financial statements and evaluation of accounting policies. These procedures have been undertaken to form an opinion as to whether, in all material respects, the special purpose financial statements are fairly stated and in accordance with government policies in Note 2 and the Financial Management Act 2004, so as to present a view which is consistent with my understanding of the financial performance of the Ministry of Local Government, Urban Development, Housing and Environment for the year ended 31 December 2014.

The audit opinion expressed in this report has been formed on the above basis.

Qualification

An unreconciled variance of \$593,940 exists in the Department of Environment Main Trust Fund Account between the bank statement balance and the General Ledger (FMIS) balance. As a result I was not able to ascertain that all receipts and payments had been accurately accounted and disclosed in the Main Trust Fund account.

Qualified Audit Opinion

In my opinion

- a) except for the matter referred to in the qualification paragraph, the special purpose financial statements present fairly, in accordance with the accounting policies stated in Note 2, the financial performance of the Ministry of Local Government, Urban Development, Housing and Environment for the year ended 31 December 2014.
- b) the special purpose financial statements give the information required by the Financial Management Act 2004 in the manner so required.



Atunaisa Nadakuitavuki
for **AUDITOR GENERAL**

Suva, Fiji
4 June 2015



MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

MANAGEMENT CERTIFICATE

FOR THE YEAR ENDED 31 DECEMBER 2014

We certify that these financial statements:

- (a) fairly reflect the financial operations and performance of the Ministry of Local Government, Urban Development, Housing and Environment and its financial position for the year ended 31 December 2014; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004, the Finance Instructions 2010 and Finance Circular 16/2006.



Mr. Samuela Namosimalua
Permanent Secretary

Date: 28/05/15



Mr. Malakai Sosiceni
Senior Accountant

Date: 25/5/15

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT (HEAD 23)

STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2014

	Notes	2014 \$	2013 \$
RECEIPTS			
Agency Revenue			
Miscellaneous Revenue	3 (a)	22,867	170,283
Total Agency Revenue		<u>22,867</u>	<u>170,283</u>
TOTAL RECEIPTS		<u>22,867</u>	<u>170,283</u>
EXPENDITURE			
Operating Expenditure			
Established Staff	3 (b)	341,572	279,143
Unestablished Staff	3 (c)	16,834	15,722
Travel & Communications	3 (d)	33,969	35,236
Maintenance & Operations	3 (e)	24,652	37,418
Purchase of Goods & Services	3 (f)	7,384	18,032
Operating Grants & Transfers	3 (g)	725,000	750,000
Special Expenditure	3 (h)	165,862	140,258
Total Operating Expenditure		<u>1,315,273</u>	<u>1,275,809</u>
Capital Expenditure			
Construction	3(i)	3,729,993	1,955,234
Grants & Operations	3(j)	5,829,755	11,917,235
Total Capital Expenditure		<u>9,559,748</u>	<u>13,872,469</u>
Value Added Tax	3(k)	608,803	321,692
TOTAL EXPENDITURE		<u>11,483,824</u>	<u>15,469,970</u>

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT (HEAD 37)

STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2014

	Notes	2014 \$	2013 \$
RECEIPTS			
State Revenue			
Town and Country Planning Fees Commission		198,246	137,027
		5,413	4,679
Total State Revenue	3 (l)	<u>203,659</u>	<u>141,706</u>
Agency Revenue			
Miscellaneous Revenue		45,791	44,248
Total Agency Revenue	3 (m)	<u>45,791</u>	<u>44,248</u>
TOTAL RECEIPTS		<u>249,450</u>	<u>185,954</u>
EXPENDITURE			
Operating Expenditure			
Established Staff	3 (n)	2,637,643	2,193,446
Unestablished Staff	3 (o)	130,963	132,212
Travel & Communications	3 (p)	164,988	176,141
Maintenance & Operations	3 (q)	234,343	262,395
Purchase of Goods & Services	3 (r)	153,030	156,657
Operating Grants & Transfers	3 (s)	1,640,416	1,642,026
Special Expenditure	3 (t)	1,602,256	1,917,027
Total Operating Expenditure		<u>6,563,639</u>	<u>6,479,904</u>
Capital Expenditure			
Construction	3(u)	1,678,856	1,260,724
Purchases	3(v)	869,565	300,000
Grants & Operations	3(w)	9,219,996	3,002,500
Total Capital Expenditure		<u>11,768,417</u>	<u>4,563,224</u>
Value Added Tax	3(x)	686,584	586,958
TOTAL EXPENDITURE		<u>19,018,640</u>	<u>11,630,086</u>

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT (HEAD 23)

APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2014

SE G	Item	Budget Estimate \$	Appropriation Changes \$	Revised Estimate \$ a	Actual Expenditure \$ b	Carry Over \$	Lapsed Appropriation \$ (a-b)
1	Established Staff	341,573	---	341,573	341,572	---	1
2	Unestablished Staff	16,834	---	16,834	16,834	---	---
3	Travel & Communication	36,000	---	36,000	33,969	---	2,031
4	Maintenance & Operations	50,000	---	50,000	24,652	---	25,348
5	Purchase of Goods & Services	24,000	---	24,000	7,384	---	16,616
6	Operating Grants & Transfers	1,000,000	---	1,000,000	725,000	---	275,000
7	Special Expenditure	174,000	---	174,000	165,862	---	8,138
	Total Operating Costs	1,642,407	---	1,642,407	1,315,273	---	327,134
	Capital Expenditure						
8	Construction	5,500,000	---	5,500,000	3,729,993	---	1,770,007
9	Purchases	---	---	---	---	---	---
10	Grants & Transfer	29,685,386	(2,000,000)	27,685,386	5,829,755	---	21,855,631
	Total Capital Expenditure	35,185,386	(2,000,000)	33,185,386	9,559,748	---	23,625,638
13	Value Added Tax	867,600	---	867,600	608,803	---	258,797
	TOTAL EXPENDITURE	37,695,393	(2,000,000)	35,695,393	11,483,824	---	24,211,569

Appropriation Movements

The Cabinet in 2014 approved the following redeployment of funds.

Item	Project Name	Amount (\$)
Capital Construction	Savusavu Development Project	2,000,000.00

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT (HEAD 37)

APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2014

SEG	Item	Budget Estimate \$	Appropriation Changes \$	Revised Estimate \$ a	Actual Expenditure \$ b	Carry Over \$	Lapsed Appropriation \$ (a-b)
1	Established Staff	3,070,032	---	3,070,032	2,637,643	---	432,389
2	Unestablished Staff	146,963	---	146,963	130,963	---	16,000
3	Travel & Communications	189,029	---	189,029	164,988	---	24,041
4	Maintenance & Operations	301,200	---	301,200	234,343	---	66,857
5	Purchase of Goods & Services	181,841	---	181,841	153,030	---	28,811
6	Operating Grants & Transfers	1,656,222	---	1,656,222	1,640,416	---	15,806
7	Special Expenditure	3,102,509	---	3,102,509	1,602,256	---	1,500,253
	Total Operating Costs	8,647,796	---	8,647,796	6,563,639	---	2,084,157
Capital Expenditure							
8	Construction	4,432,616	(2,232,616)	2,200,000	1,678,856	---	521,144
9	Purchases	1,000,000	---	1,000,000	869,565	---	130,435
10	Grants & Transfer	12,036,000	(2,000,000)	10,036,000	9,219,996	---	816,004
	Total Capital Expenditure	17,468,616	(4,232,616)	13,236,000	11,768,417	---	1,467,583
13	Value Added Tax	1,200,700	(334,892)	865,808	686,584	---	179,224
	TOTAL EXPENDITURE	27,317,112	(4,567,508)	22,749,604	19,018,640	---	3,730,964

Appropriation Movements

The Cabinet in 2014 approved the following redeployment funds.

Item	Project Name	Amount (\$)
Capital Construction	Waste Transfer Station -- Central	1,000,000
Capital Construction	Naboro Landfill Engineering Design Stage 2	1,232,616
Capital Grants & Transfers	New Town Development	2,000,000
VAT	VAT	334,892

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

STATEMENT OF LOSSES FOR THE YEAR ENDED 31 DECEMBER 2014

Loss of Money

There was no loss of money reported for the Ministry in 2014.

Loss (other than money)

There was no loss of assets reported by the Ministry.

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

DEPARTMENT OF ENVIRONMENT TRUST ACCOUNT STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

	Notes	2014 \$	2013 \$
RECEIPTS			
Ozone Depletion Substance (ODS) Fines		408,983	506,944
Waste and Environment Impact Assessment		2,057,250	1,977,707
Environment Trust		461,072	919,198
Convention on International Trade in Endangered Species		30,966	69,455
Total Receipts		2,958,271	3,473,304
PAYMENTS			
Ozone Depletion Substance (ODS)		86,286	37,596
Waste & EIA		1,829,196	1,802,520
Environment Trust		264,745	994,526
Total Payments		2,180,227	2,834,642
Net Surplus		778,044	638,662
Balance as at 1 January		2,094,231	1,455,569
Closing Balance as at 31 December	7	2,872,275	2,094,231

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

DEPARTMENT OF HOUSING CITY WIDE INFORMAL SETTLEMENT UPGRADING TRUST
ACCOUNT STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

	Notes	2014 S	2013 S
RECEIPTS			
Main Trust Fund Receipts		---	243,655
Total Receipts		<u>---</u>	<u>243,655</u>
PAYMENTS			
Main Trust Fund Payments		---	235,321
Total Payments		<u>---</u>	<u>235,321</u>
Net Surplus		---	8,334
Balance as at 1 January		7,269	(1,065)
Closing Balance as at 31 December	7	<u>7,269</u>	<u>7,269</u>

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

NOTE 1: REPORTING ENTITY

The Ministry of Local Government, Urban Development, Housing and Environment is responsible for the formulation and implementation of local government and urban planning policies and the formulation and implementation of housing and integration of programmes to eradicate poverty. It also has responsibilities for National Fire Services. The Ministry's functions are categorized into the following programme areas: General Administration Section, Local Government, Department of Town and Country Planning and the Housing Department. The Department of Environment, which was previously under the Ministry of Lands and Mineral Resources portfolio in 2009, has now been absorbed under this Ministry.

From 2012 the Ministry of Local Government, Urban Development, Housing and Environment's budget has been allocated under 2 separate heads. The budget for the Ministry of Local Government, Urban Development, Housing and Environment is allocated under head 37 while the Department of Housing is allocated under head 23. The Ministry of Local Government, Urban Development, Housing and Environment is responsible for the administration and accounting for both the budget heads.

NOTE 2: STATEMENT OF ACCOUNTING POLICIES

(a) Basis of Accounting/Presentation

In accordance with Government accounting policies, the special purpose financial statements of the Ministry of Local Government, Urban Development, Housing and Environment is prepared on cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The special purpose financial statements are presented in accordance with the Financial Management Act and the requirements of Section 71(1) of the Finance Instructions 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trading and Manufacturing Accounts.

(b) Accounting for Value Added Tax (VAT)

All income and expenses are VAT exclusive. The Ministry on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Finance. VAT input on the other hand is claimed on payments made to the suppliers and sub-contractors for expenses incurred.

The VAT payment as per the statement of receipts and expenditure relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to FRCA. Actual amount paid to FRCA during the year represent the difference between VAT Output and VAT Input.

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

NOTE 2: STATEMENT OF ACCOUNTING POLICIES (con't)

(c) Comparative Figures

Where necessary, amounts relating to prior years have been reclassified to facilitate comparison and achieve consistency in disclosure with current year amounts.

(d) Revenue Recognition

Revenue is recognised when actual cash are received by the Ministry.

NOTE 3: SIGNIFICANT VARIATIONS

Head 23

- a) The Miscellaneous Revenue decreased by \$147,416 or 86.6% in 2014 compared to 2013 since there was a significant amount of clearance of stale cheques and over payment recoveries in 2013 which constituted the major portion of miscellaneous revenue in 2013.
- b) The Established Staff costs increased by \$62,429 or 22.4% in 2014 compared to 2013. This was mainly due to increase in salaries of civil servants effective from 01/1/14.
- c) The Government Wage Earners costs increased by \$1,112 or 7.1% in 2014 compared to 2013 due to increase in wages of civil servants effective from 01/1/14.
- d) The Travel and Communications costs decreased by \$1,267 or 3.6% in 2014 compared to 2013 due to decrease in travel related costs and telephone expenses.
- e) The Maintenance and Operations costs decreased by \$12,766 or 34.1% in 2014 compared to 2013 due to decrease in maintenance costs.
- f) The Purchase of Goods and Services costs decreased by \$10,648 or 59.1% in 2014 compared to 2013 due to decrease in purchase of goods and services related cost.
- g) The Operating Grants and Transfers costs decreased by \$25,000 or 3.3% in 2014 compared to 2013
- h) The Special Expenditure costs increased by \$25,604 or 18.3% in 2014 compared to 2013. This was mainly due to increase in Housing Policy and Implementation Plan related cost.

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

NOTE 3: SIGNIFICANT VARIATIONS (con't)

Head 23

- i) The Capital Construction costs increased \$1,774,759 or 90.8% in 2014 compared to 2013 was due to the increase in Lagilagi Housing development Program and Citywide Upgrading Squatter project.
- j) The Capital Grants and Transfers costs decreased by \$6,087,480 or 51.1% in 2014 compared to 2013 since no funds was allocated for Low Housing Project in 2014 which constituted a major portion of expenses in 2013.
- k) VAT costs increased by \$287,111 or 89.3% in 2014 compared to 2014 due to increase in expenditure in other allocations.

Head 37

- l) The State Revenue increased by \$61,953 or 43.7% in 2014 compared to 2014 due to increase in Town and Country Planning Fees collected.
- m) The Agency Revenue increased by \$1,543 or 3.5% in 2014 compared to 2013. This was mainly due to clearance of stale cheques and over payment recoveries.
- n) The Established Staff costs increased by \$444,197 or 20.3% in 2014 compared to 2013. This was mainly due to increase in salaries of civil servants effective from 01/1/14.
- o) The Government Wage Earners costs decreased by \$1,249 or 0.9% in 2014 compared to 2013. This was mainly due to increase in wages of civil servants effective from 01/1/14.
- p) The Travel and Communications costs decreased by \$11,153 or 6.3% in 2014 compared to 2013 due to reduction in travel and communication related costs.
- q) The Maintenance and Operations costs decreased by \$28,052 or 10.7% in 2014 compared to 2013 due to decrease in maintenance and operations related costs.
- r) The Purchase of Goods and Services costs decreased by \$3,627 or 2.3% due to decrease in purchases of goods and services by Ministry.
- s) The Operating Grants and Transfers costs decreased by \$1,610 or 0.1% due to decrease in Contribution to International Organisation.
- t) The Special Expenditure costs decreased by \$314,771 or 16.4% in 2014 compared to 2013 was due to decrease in Special Project and program Social Services and Special Project and Program-Admin.

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

NOTE 3: SIGNIFICANT VARIATIONS (con't)

Head 37

- u) The Capital Construction costs increased by \$418,132 or 33.2% due to the construction cost involved in Naboro Landfill Phase 1B.
- v) The Capital Purchases costs increased by \$569,565 or 189.9% in 2014 compared to 2013 was mainly due to increase in capital purchase by the Ministry.
- w) The Capital Grants and Transfers costs increased by \$6,217,496 or 207.1% in 2014 compared to 2013. This was mainly due to increase in Capital Grants.
- x) VAT costs increased by \$99,625 or 17% in 2014 compared to 2013 due to increase in expenditure in other allocations.



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